

TRAVEL ORDER		TO DIA TRAVEL AUTHORITY	OFFICE TRAVEL ORDER NO.
		FCS	13-3
		INVITATIONAL	SERVICE TRAVEL ORDER NO.
OFFICIAL STATION		OFFICE PHONE	GRADE
(City, State) 13-3			
I AM AUTHORIZED TO TRAVEL AND INcur NECESSARY EXPENSES IN ACCORDANCE WITH REGULATIONS. THIS TRAVEL ORDER IS FOR OFFICIAL PURPOSES AND NOT FOR YOUR PERSONAL CONVENIENCE.			
MILITARY MODE OF TRAVEL AND PURPOSE BY AIR (13-3) 13-3 DIA TRAVEL AUTHORITY			
TYPE OF TRAVEL AUTHORITY REQUESTED BY DIRECT DIA TRAVEL AUTHORITY			
TRAVEL DURATION		PER DIEM ALLOWANCE	
BEGIN	END	AMOUNT	FOREIGN
13-3	13-3	MAXIMUM	OTHER (See below)
AUTOMOBILE ALLOWANCE			
		CHARGE PER MI. NOT TO EXCEED COST BY COMM- ON CARRIER	LENT PER MI. AS MORE ADVANTAGEOUS TO GOVT.
ALLOWANCES AND SPECIAL PROVISIONS WITH RELATIONS			
DEPENDENT TRAVEL AUTHORIZED		PROCURE TRANSPORTATION BY	
NAME, ADDRESS, DATE OF BIRTH / RELATIONSHIP		TRANSPORTATION REQUESTED	
CASH OR OTHER		DISPOSITION OF EFFECTS	
TEMPORARY AUTHORIZATION		AUTHORIZATION	
SHIPMENT POA AUTHORIZED		EXCESS BAGGAGE AUTHORIZED	
COMBINED UNACCOMPANIED		LBS. AND MODE	
ADVANCE OF FUNDS REQUESTED		LBS. AND MODE	
ACCOUNTING DUE DATE		CHARGE COST CENTER NUMBER	
CERTIFY FUNDS ARE AVAILABLE			
OBLIGATION REFERENCE NO.			
REQUESTING OFFICIAL			
INITIALS	NAME & COMPLEXITY	DATE	IN CHARGE TITLE
ECD	act 100%		
APPROVING OFFICIAL			
INITIALS	NAME & TITLE	DATE	COMPONENT
AUTHORIZING OFFICIAL			
INITIALS	NAME & TITLE	DATE	COMPONENT

